

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

October 25, 2007

5 Page Document

TITLE:	Human Services Specialist
POSITION NO:	04046
LOCATION:	Director's Office, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$33,460 - \$40,705 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, November 8, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

TRAINING ASSIGNMENT: If there are not a sufficient number of qualified applicants, a Training Assignment may be considered. In order to be eligible for a Training Assignment, applicants must possess all but two years of the required education/experience. If a training assignment is offered, the starting pay will depend on education and experience for the duration of the training assignment.

TYPICAL DUTIES: This position has primary responsibility for the design, development, testing and maintenance of multidisciplinary, multi-factored databases and other software systems employed to monitor and analyze prevention benchmarks, community indicators, and statewide prevention activities. This individual designs, tests and maintains the Prevention Resource Center's website and is responsible for ensuring that information provided by the Center is current and accurate; interprets how data can be best used in support of improved prevention programming and resources; establishes and maintains effective working relationships with a wide range of managerial and professional staff in multiple statewide departments and programs; assists in building the prevention Resource Center AmeriCorps*VISTA (Volunteer in Service to America) network; and may be required to provide problem solving, conflict resolution, and supervision as assigned by the Director.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of concepts and theories of public health, prevention, epidemiology, information systems, and statistical analysis; developmental aspects of statistical methods, data collection, project planning, scheduling and administration; graphic design principles and practices; Web database development and management; and data analysis, interpretation and conclusions.

Skills: Skill and proficiency in the use of Microsoft products, including Word, Excel, Access, and Outlook; and moderate to advanced skill level with HTML, CSS, JavaScript, and ASP are required. Experience with Adobe GoLive, Illustrator, Photoshop, and Acrobat; and Oracle database systems preferred.

Abilities: Ability to interact with all levels of state government, many of whom have director status; articulate oral and written language and to think and reason under pressure; work well with others; organize and prioritize workload for maximum results; write software programs; and assess VISTA situations and solutions.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in public health, prevention, epidemiology, information systems, or statistical analysis **AND** one year of job-related experience **OR** a Bachelor's degree in a quantitative area such as engineering, statistics, or computer, physical, or natural sciences with at least 16 quarter hours in computer science **AND** one year of computer network/Windows/web-site experience. Development experience relative to database management and experience in writing programs for Access, Oracle and SQL is preferred. Other equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.5/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only coursework/degrees from an*

accredited college or university recognized by the US Department of Education are acceptable to meet education requirements). If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: Human Services, PO Box 4210, Helena MT 59604); and
4. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Human Services Specialist
Position: #04046
Location: Director's Office, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Describe your education and experience or knowledge with:
 1. Complex data systems.
 2. Research and analysis techniques.
 3. Web design and maintenance.